

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)

Date: 07/05/11

Time: 1:00 PM – 3:00 PM

Attendees: Rowland Agbede (DOA), Kevin Coyne (DNR), Kaushik Dutta (MDTA), Bill Fearington (DJS), Julia Fischer (DBED), Matt Folley (MDP), Renee King (MDP), Lisa Lowe (DNR), Kenny Miller (GIO), Frank Siano (MDE) and Brad Wolters (DHCD)

AGENDA:

- 1:00 – 1:10 Introductions
- 1:10 – 1:40 GIS/Archives Appraisal Questions – Kenny Miller
- 1:40 – 1:55 Application Subcommittee Updates
- 1:55 – 2:10 Data and Resources Subcommittee Updates
- 2:10 – 2:25 Outreach Subcommittee Updates
- 2:25 – 2:40 Security Subcommittee Updates
- 2:40 – 3:00 Additional Business

NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
GIS/Archives Appraisal Questions <ul style="list-style-type: none"> Distribute survey to as many municipal, county and state agencies, as possible, for potential participation 	Submitted: 7/5/11	Technical Committee
Application Specific Services <ul style="list-style-type: none"> Facilitate a discussion with CGIS concerning potential options for map service storage and organization 	Submitted: 7/5/11	Kenny Miller

ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Statewide GIS Strategic Plan	Submitted: 1/4/11	GIO
ArcGIS 10 Migration <ul style="list-style-type: none"> Provide outline and pros/cons list to provide to Executive Committee (CGIS) Provide information about how long MD iMap will be down and plan for migration (CGIS) CGIS is testing implications of migration Further discussion is necessary concerning this topic 	Updated: 6/21/11; 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:

Description:	Date Assigned:	Follow Up By:
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Support of StateStat Application (Capital Budget & ARRA applications) <ul style="list-style-type: none"> Graph of hours/budget of efforts to support these applications (CGIS) Provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. (CGIS) 	Submitted: 6/21/11	CGIS
Application Submission Procedures <ul style="list-style-type: none"> Update detailed procedures for application creation and update Resend Application Submission Procedures draft to Technical Committee (Co-chairs) 	Submitted: 6/21/11	Technical Committee
License Agreement in regards to Code Sharing <ul style="list-style-type: none"> Brian Sivak wants applications and their code to be in the public domain and freely available for sharing Awaiting response from Kenny Miller concerning how to proceed Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository 	Updated: 7/5/11; 6/21/11 Submitted: 6/7/11	Kenny Miller
Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta) Development Code Worksheet Generated (Kaushik Dutta) Date of Launch – add this additional column and information to worksheet (Kaushik Dutta) Work on filling in missing information (Kaushik Dutta & Kenny Miller) Meeting to be scheduled to discuss next steps Excel spreadsheet inventory being produced by CGIS and MES Actively being pursued Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 7/5/11; 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	Kaushik Dutta Kenny Miller
Interface Branding <ul style="list-style-type: none"> Holding off until after July 5th launch of Fast Track application Send completed document out to Technical Committee for review & comment (Kenny Miller) Get documentation from Kaushik Dutta to start/restart discussion Schedule App. Committee to discuss App Branding. 	Updated: 6/21/11; 6/7/11; 4/5/11 Submitted: 3/15/11	Kenny Miller Kaushik Dutta
Developer Contact List <ul style="list-style-type: none"> List to be developed Compile developer point of contact list 	Updated: 4/5/11; 12/21/10 Submitted: 11/16/10	Application Subcommittee Kaushik Dutta
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Development of Agency Agreement concerning posting of code to portal See what documentation exists at other agencies 	Updated: 4/5/11 Submitted: 10/19/10	Technical Committee

Agency Agreement Concerning Posting of Code on MD iMap Portal	Submitted: 10/19/10	CGIS
<ul style="list-style-type: none"> Check for documentation available from existing open API agreements 		
arcgis.com My Maps	Updated: 3/1/11	Technical Committee
<ul style="list-style-type: none"> Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes Work with the product and come to next meeting with feedback 	Submitted: 2/15/11	
Rapid Application Prototype		
<ul style="list-style-type: none"> Consider if arcgis.com will meet the majority of needs proposed for this effort Proposal updates being implemented CGIS to provide updated proposal based on comments CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES 	Updated: 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10	Kenny Miller Application Subcommittee Technical Committee
Email has been sent out to CGIS and MES from Kenny Miller – awaiting response		
<ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. 	Submitted: 7/12/10	
List has been generated and is available for review		
Comment on Developer's portion of MD iMap Portal		
<ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal 	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Archive Data		
<ul style="list-style-type: none"> Working along with Tim Baker to set up presentation or discussion for 8/2/11 Tech Comm meeting Invite Tim Baker (State Archives) to next Technical Committee meeting to discuss options 	Updated: 7/5/11 Submitted: 6/21/11	Co-chairs
Feedback/Requests concerning MD iMap		
<ul style="list-style-type: none"> Add Hillshade Service: Inquire at DNR if they have a hillshade available Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request 	Submitted: 6/7/11	Jim Cannistra
2007 – 2008 Orthophoto Metadata		
<ul style="list-style-type: none"> Check availability of metadata for this data 	Submitted: 3/1/11	Ashley Buzzeo
"Political Boundaries" Map Service		
<ul style="list-style-type: none"> Review the "Political Boundaries" map service, determine the source and last update date 	Submitted: 6/7/11	Ashley Buzzeo Brad Wolters

Eastern Shore Imagery Assimilation <ul style="list-style-type: none"> • Eastern Shore imagery is now on production server • Rename “NAIP” service to “Composite” service • Tweets and email message of new imagery release • Provide draft write-up of details and FAQs (Jim Cannistra) • Add new “Composite” imagery service now and phase out “NAIP” service (CGIS) • Check server space available versus need • Cost estimate for additional storage space for new imagery 	<p>Updated: 6/21/11; 4/5/11</p> <p>Submitted: 3/15/11</p>	<p>Ashley Buzzeo Jim Cannistra</p>
Point of Interest/Place Name Geocoder <ul style="list-style-type: none"> • Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs 	<p>Submitted: 1/18/11</p>	<p>Ashley Buzzeo Brad Wolters</p>
WFS Services <ul style="list-style-type: none"> • Top 10 list to be assembled during next Data & Resources Subcommittee meeting • List of enable services, email to group 	<p>Updated: 4/5/11</p> <p>Submitted: 3/15/11</p>	<p>Ashley Buzzeo Data & Resources Subcommittee</p>
WFS Services <ul style="list-style-type: none"> • Agency sharing policy needed; Exec. Comm. to be consulted 	<p>Submitted: 1/18/11</p>	<p>Kenny Miller Exec. Comm.</p>
WFS Service Testing <ul style="list-style-type: none"> • Top 10 list to be assembled and MOU issues assessed • Executive Committee has requested demo at 4/27/11 meeting • Follow up concerning process testing and provide feedback to Tech Comm 	<p>Updated: 3/1/11</p> <p>Submitted: 1/4/11</p>	<p>Data & Resources Subcommittee</p>
Web Mercator Data Service Projection <ul style="list-style-type: none"> • Per MES, EMMA replacement will use Web Mercator projection • Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection 	<p>Updated: 4/5/11</p> <p>Submitted: 1/4/11</p>	<p>CGIS</p>
Metadata Services <ul style="list-style-type: none"> • Forward electronic list to group • Updated list to be provided by Friday, 1/7/2011 • Updated list to be provided at 1/4/2011 meeting • Remaining “offenders” actively being pursued • Resend email to “offenders” to complete metadata • Email resent and follow-up by Kenny Miller to occur • MDP has provided metadata for all their services on MD iMap • Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap • Email sent to Kenny • Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> ○ Direct contact of data owners • A listing of services for which metadata is needed was provided. It was 	<p>Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10</p> <p>Submitted: 4/20/10</p>	<p>Data & Resources Subcommittee Co-chairs</p>

discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process		
Cached Map Services <ul style="list-style-type: none"> Draft email to be sent out concerning changes to on-demand/cached services 	Updated: 12/7/10 Submitted: 11/16/10	Data & Resources Subcommittee Chair
Basemap Template Upgrade/Gazetteer Service Update <ul style="list-style-type: none"> Review and provide feedback to Ashley Buzzeo (Technical Committee) Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo) Submit additional comments for updates to Ashley Buzzeo Obtain most up-to-date county boundary from SHA Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ Comments for changes should be sent to Ashley Buzzeo Meeting to be scheduled to discuss next steps Upgrade basemap using Esri template 	Updated: 6/7/11; 4/5/11; 1/4/11; 12/21/10 Submitted: 10/19/10	CGIS Data & Resources Subcommittee Technical Committee
Google Urchin <ul style="list-style-type: none"> CCBC has updated through March 2011 and will post on portal CCBC updating stats and will be posted to portal shortly Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) Manual has been generated for extracting web analytics from Google Urchin Manual submitted for review by Technical Committee Actively working on clarifying categories to be included on report Provide categories to be included in statistical output report <p>Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS</p>	Updated: 4/5/11; 3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10 Submitted: 9/7/10	GIO CGIS Technical Committee
Community Mapper <ul style="list-style-type: none"> Revisit in 6 months <ul style="list-style-type: none"> How many counties were approached? How big is the hole of Maryland? State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms 	Updated: 10/19/10; 10/5/10; 9/21/10 Submitted: 9/7/10	Technical Committee

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Ramona <ul style="list-style-type: none"> Send out available stats .pdf for review Check with IT person for Ramona to get MD stats 	Updated: 4/5/11; 3/15/11 Submitted: 3/1/11	Ashley Buzzeo
<ul style="list-style-type: none"> Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> Embed search or have a one click link to Ramona 	Submitted: 3/1/11	Lisa Lowe Kevin Coyne
<ul style="list-style-type: none"> Link to Merlin needs to be added to MD iMap Portal webpage 	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> Discuss adding a feedback button to MD iMap Portal webpage 	Submitted: 12/21/10	Outreach Committee Lisa Lowe
Email Blast <ul style="list-style-type: none"> Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address Blast email to extended GIS community Include updated Vision document 	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> Recruit participants Obtain feedback concerning how to improve upon current outreach strategies Email potential new members directly 	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
<ul style="list-style-type: none"> Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Charter <ul style="list-style-type: none"> Generate a charter 	Submitted: 12/7/10	Security Subcommittee
Security Model <ul style="list-style-type: none"> Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra) Price quotes from proposal submission to be updated Additional documentation needed to address: <ul style="list-style-type: none"> Cost of Delay Justification of security (limitations, efficiencies) Needs Assessment to determine groups and definitions 	Updated: 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10 Submitted:	Security Subcommittee

<ul style="list-style-type: none"> • Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting • Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting • Document for presentation to Exec. Comm. at Oct. meeting • Demo accompanying document to Exec. Comm. at Oct. meeting • In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 	8/3/10	
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COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:

Introductions

Round-the-room

GIS/Archives Appraisal Questions – Kenny Miller:

- Nationwide effort being conducted to survey archival processes currently in place
- Action Item: Distribute survey to as many municipal, county and state agencies, as possible, for potential participation (Technical Committee)
- Some off-site storage options are currently in place throughout the state
 - Includes CD & DVD options
- Tech toolbox was previous data release on a regular cycle (Annual)
 - No longer being provided as a resource

Archives:

- Setup presentation or discussion with Tim Baker for August 2, 2011 meeting
 - Discuss technology available for digital archiving and map service archiving
 - On-line search capabilities

Application Subcommittee Updates:

Developer Worksheet

- Deadline for updates was 7/1/11
 - Currently compiling updates – Kaushik Dutta
 - Action Item: Provide updated worksheet to Kenny Miller for review, after updates have been applied (Kaushik Dutta)

Code Hosting Location/Open Source Code Repository

- Brian Sivak wants applications and their code to be in the public domain and freely available for sharing
- No other updates at this time

Interface Branding

- Currently on hold
- To be started up again in the near future

SafeMap

- MOU being drafted to be put in place between state and Towson University

- TU is practicing their intellectual property rights in regards to this application
- Removing licensed data components, including Microsoft BING maps
- Working to stand this public facing emergency management mapping application as soon as possible

Hurricane Tabletop Response

- A number of items were identified as needing to be addressed after the conclusion of the tabletop exercise
 - Requests came from Matt Gallagher (Governor's Office)
- MEMA and MDP were asked to put together a map to allow citizens to identify if an address was inside of or outside of a floodplain
 - Deployed a straight forward text field entry and text response application on MEMA website
- MEMA also working to put together a high hazard dam threat response application
 - Deploy a straight forward text field entry and text response application on MEMA website to provide results on whether or not an address is inside of 100 year floodplain, 500 year floodplain, hurricane inundation area or dam high hazard area, etc.
 - Programmed in html by CGIS
 - § Works on mobile devices
 - May follow-up with mapping application
- All items to be addressed have been submitted by the appropriate state agencies

Additional Business:

GreenPrint Updates:

- Conversion of application in progress
 - Expect to be released in 1 – 2 weeks
 - Working to put updated application inside of state branding wrapper
- Services related to this application are generally updated quarterly
 - TEAs are current being remapped
 - New modeling not updated yet – expect to be available by end of August
- DNR will need to provide messaging to share why concerning changes of TEAs boundaries, including methodology and method of determining boundaries
 - For example: blue infrastructure has been added
- TEA updates will also affect FastTrack
 - Once TEAs are available, FastTrack raster will need to be recalculated

Application Specific Services:

- Some map services are not currently designed to facilitate easy inclusion in multiple applications
 - Instead designed for use by one specific application
 - Usability of service for other applications, for other users is limited
- Discussion to isolate map services on MD iMap by multi-purpose and application-specific
 - Might cause duplication of map services
 - Some map services have already had to be duplicated to accommodate multiple applications and multiple end users
- Discussion to isolate map services on MD iMap by services accessible to the public and not accessible to the public
 - FastTrack raster is currently accessible to the public via MD iMap, but doesn't make sense as a stand-alone map service

- What solutions might be available to isolate these application specific map services, which cannot stand alone?
- Action Item: Facilitate a discussion with CGIS concerning potential options for map service storage and organization (Kenny Miller)

ELA:

- No date set yet to bring in front of Board of Public Works
- DoIT working with agencies to determine how much each will contribute to covering the costs of the ELA
 - Current number of agencies which have independent contracts with Esri = 14 agencies
 - Each agency will be asked to contribute:
 - § Same amount as their current direct Esri contract
 - § An additional amount which will cover overhead costs accrued by DoIT for distributing licenses and manning the Tier 1 Help Desk
 - These total costs will be close to the costs current paid directly to Esri
 - Email went out the end of last week detailing each agencies' contribution request
 - § Email sent to CIO or another high-level technical position, as well as Secretaries or Deputy Secretaries
- DoIT is looking for positive or neutral response from all 14 agencies, before going to the Board of Public Works with request
- Requested assistance from Brian Sivak to get this accomplish, as needed
- Originally looked for small buy-in from all state agencies
 - This strategy was vetoed by DBM and the solution above was substituted
- Esri will credit, against next payment, over payment from any state agency
 - Based on paying directly and paying to ELA in the same fiscal year
- After 3 years, state representatives & Esri will renegotiate license usage and costs
- How are new licenses distributed?
 - Every new PC gets a license, whether it is used or not?
 - Requests assessed as needed?
- Tier 2 Help Desk
 - 10 names will be designated from the GIS professionals throughout the 14 state agencies
 - Cross agency assistance and support is expected to occur, because not all agencies will be represented in this list of names
- 50 Esri User Conference passes, each year, is included in the ELA

-END MEETING-